UA CONNECT

STUDENT HOMEPAGE OVERVIEW

Notifications
Information placed by the University about actions you need to take.
- Holds
- To Do's
- Activity Guides

Degree Audit
- Degree Audit Plan Selection
- Apply for Graduation
- View My Advisor
- Transfer Credit

Academic Records
- My Course History
- View My Grades
- My Academics-
  - Transfer Credit
  - Transcripts
  - Enrollment Verification

Manage Classes
- View My Classes
- Schedule Planner
- Class Search
- Enroll
- Official Withdrawal

Treasurer's Office
- Account Balance
- Make a Payment
- International Payments to UA
- Payment Plan
- Refunding Options
- Family Payment Authorization
- Account Inquiry
- Payroll Form-GA & Empl

Financial Aid
- Financial Aid Summary
- Accept/Decline Awards
- Financial Aid To-Do's

Important Dates
- Enrollment Dates
- Academic Calendar (UA Site)
  - Opens to a new window/tab
  - Close to return to homepage
- Exam Schedule (UA Site)
  - Opens to a new window/tab
  - Close to return to homepage

Admissions
- Application Summary
- Apply for Admission

Profile
- Personal Details
- Contact Details
- Addresses – Home, Mailing
- Emergency Contacts
- FERPA / FERPA 3rd Party Release
1. **Log In**
   - Log into UAConnect
   - Click Student Center, Click “Schedule Planner”

2. **Click “Schedule Planner”**
   - “Click Here” To Easily Plan Your Class Schedule

3. **Add Courses**
   - To Take Next Term

4. **Add Breaks**
   - To Block Off Times For No Class

5. **Generate**
   - All Possible Schedules

6. **View**
   - To See Each Schedule

7. **Send To Shopping Cart**
   - From the “View” Screen, Click the “Shopping Cart” Button to Begin Registration!
UAConnect and Schedule Planner Guide

For more assistance and instructions with UAConnect and Schedule Planner, go to help-uaconnect.uark.edu/index.php. Then go to Help Centers > Student.

Enrolling in Classes with Schedule Planner and UAConnect

1. Log on to UAConnect uaconnect.uark.edu using your university login and password
   • Complete RazAlert info if necessary
2. From your Student Homepage, click on the Manage Classes tile and then Schedule Planner on the left side of the screen.
3. Click the Click Here button to open Schedule Planner
   • If a new window or tab does not open, you may need to “Temporarily allow pop-ups”
4. Select Fall for the Term and click Save and Continue button
5. Select “Select All Campuses” for the Select Campus and click Save and Continue button
6. Uncheck Intercession and Online for the Select Session and click Save and Continue button
7. Click the Add Course button in the Courses section
8. Add courses by choosing the subject and course from the dropdown menus.
   Click Add Course button to add the individual course.
9. Once you have added all courses including required labs, check the first checkbox in the Courses section.
   • See section below about courses currently on your schedule.
10. Click Generate Schedules button in the Schedules section near the bottom of the screen
11. View possible schedules (See section on Refining your schedule search)
12. When you find the schedule you want, click the Send to Shopping Cart button. Select Undergraduate for Career, then click Send to Shopping Cart button.
13. Click back on the original browser tab that says Start Scheduler. Then click the button that says Course Enrollment.
14. On the next page, you will click the Import Cart button to import the classes individually from Schedule Planner. You will have to click the Next button to accept each class.
15. Once you have accepted each class, you will be back to the page for Adding Classes. You will see those classes in the middle section labeled Fall Shopping Cart. Click the Proceed to Step 2 of 3 button to add those classes.
16. On the next page it will confirm all the classes in your shopping cart. Click the Finish Enrolling button.
   • If you get green checkmarks for each class you are done.
   • If you get any red X’s, ask for assistance.

Any classes currently on your schedule are listed in the “Current Fall Schedule” area.

To use the section of a course currently on your schedule, make sure the box is checked for the course in this area. To look at other section options, uncheck the box in this area for the course and use the Add Course functionality in steps 7 and 8 above.
Refining your schedule search (too many options)

1. Add **Breaks** using the menu on the right of the screen
   - Use this for required practices or meetings
   - Use it to adjust times you wish to not have class (if possible). Working, commuting, etc.
2. Choose specific sections for one or more courses using the **Options** links in the **Courses** section.

Swapping a Class in UAConnect

1. From the **Manage Classes** tile, click the Enroll link on the left. Then click the **SWAP** tab at the top of the page
2. If more than one term is open for enrollment, you will have to select the **Fall** term and click the **Continue** button.
3. Under the **Swap This Class** section, click the drop-down arrow to select the class you wish to drop from your current schedule.
4. Under the **With This Class** section, click the drop-down arrow next to **Select from Shopping Cart** to select the class from your shopping cart. Then click **Select** button.
5. The next screen lists both classes for you to confirm your swap. Click the **Finish Swapping** button.
   - If you get a green checkmark on the next screen your swap worked. If you get a red X, then the swap did not happen. Possible reasons are class is closed, class conflict, or prerequisites are not met. If you need help, let an advisor know.
   - If you need to continue adding classes, then click the Add link at the top of the page.

Editing Drill or Lab Times in UAConnect

If you want to keep the lecture time but change the drill time for your math class or lab time for your physics class, you can use the **EDIT** function. From the **Enroll** page, click the **EDIT** tab at the top of the page. You will be prompted to select a drill or lab associated with your currently schedule lecture.

Dropping a Class in UAConnect (Use SWAP when possible)

1. From the **Enroll** page, click the **Drop** tab at the top of the page
2. If more than one term is open for enrollment, you will have to select the **Fall** term and click the **Continue** button.
3. Select the check box of each class you wish to drop.
4. Click the **Drop Selected Classes** button to remove class(es) from your schedule.
5. The next page will show the status of this process.
   - If you get a **green** checkmark on the next screen your drop worked.
   - If you get a **red** X, then the drop did not happen. The most common reason is the class is a co-requisite with another class on your schedule. You may need to do a SWAP instead or drop the co-requisites. If you need help, let an advisor know.
Enrolling in a class is a multi-step process that includes selecting and confirming your course selections with verification that you have read all the Class Notes. In addition, all classes that are not taught face-to-face must have a predominant location identified as to where the course will be taken.

Adding a Class

1. Click the **Manage Classes** tile on your Student Homepage.
2. Click **Enroll** to start the enrollment process.
3. Click the **Add** tab to begin your class search. If more than one term is open for enrollment or enrollment changes, you will be offered a choice of terms. Select the appropriate term from the options and click **Continue**.
4. If you know the class number of the course, enter it in the **Enter Class Nbr** field and click **Search**. Note that there is a difference between the class number and the course number:
   - The **class number** is tied to a specific section of class that is found in parenthesis next to a class. For example, the class number for Spanish 2003-910 is 7852.
   - The **course number** is a four-digit number that immediately follows the subject. The course number for Spanish 2003-910 (7852) is 2003.
5. To find all classes click the **Class Search** radio button. Click **Search** to open the **Class Search page**.

![Class Search page](image)

**Entering Search Criteria**

The **Search for Classes** page is now open. The **Class Search Criteria section** requires at least two search criteria to perform your search.

1. Select your **Course Career** from the drop-down menu. Selections are **Agricultural Law**, **Continuing Education**, **Graduate**, **Law** and **Undergraduate**.

2. Type the value in **Course Subject field**, if known (see 4 above). If unknown, click the **Select Subject** buttons to see a listing of course subjects.

![Search for Classes](image)

**Additional Search Criteria**

- **Course Number** is exactly
- **Course Career**
- **Campus**
- **Session**
- **Online Classes**
- **Distance Education**
- **Show Open Classes Only**
- **Course Attribute**
- **Course Attribute Value**

Click here for Global Campus self-paced online correspondence courses.

**Return to Add Classes**
3. Click the first letter of the desired subject. The **Course Subject Lookup** page displays all the subjects that fall under the letter you selected.

4. Click the **Select** link next to the subject and return to the **Enter Search Criteria** page that now has the Subject field populated with your selection.

5. Click **Search**.

6. The **Search Results** page opens with the results of your course subject search.
7. Select the **Section link** to view more details about the class on the Class Detail page.

8. Click the **View Materials link** to see textbook information.

9. Click the **Select button** to add the course to your shopping cart. Select any required drill or lab associated with the class and click **Next** to continue.

10. After completing your selections, the **Enrollment Preferences** page opens providing additional class information, *Including the option to add yourself to the waitlist if the class is full.* Click **Next** to select additional classes or to complete your registration.

11. When you are satisfied with your selections, click **Proceed to Step 2 of 3** to confirm.
12. If you are enrolling in a class that is not taught face-to-face, the **Class Location** page opens. You will be **required** to indicate the predominant geographical location in which the class or classes will be taken. *You may not proceed with enrolling in classes until this step is completed.*

![Class Location](image)

13. Click **Finish Enrolling** to complete your enrollment.

![Confirm classes](image)

14. A **green check mark** in the Status column indicates the class was added successfully. A **red X** will appear if there was an error in adding the class, which will require an action to correct.

15. Click **My Class Schedule** to return to your Class Schedule page. The class is now officially on your schedule.

![Add Classes](image)